

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS
ADOPTING A RISK MANAGEMENT PROGRAM**

WHEREAS, the City Council has an obligation to its citizens to effectively manage City resources, and

WHEREAS, it is recommended that a risk management program be established in public agencies to accomplish certain goals, and

WHEREAS, it is the intent of the City Council of the City of San Carlos to provide a safe environment for its residents, visitors, and employees in which to live and work.

The City of San Carlos is committed to minimizing the risk of accidental loss of the cities' human, physical and financial resources through a risk management program that includes a systematic and regular identification of loss exposures, an on-going analysis of these loss exposures, the application of sound risk control procedures, and the financing of risk consistent with the city's financial resources.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Carlos does hereby adopt a risk management program to preserve its human, physical and financial resources from the risk of accidental loss. The goals of the risk management program shall be:

1. To create a system of internal procedures through:
 - a. Loss Avoidance
 - b. Loss Reduction
 - c. Loss Control
2. Limiting liability by purchasing excess insurance or participating in excess pools such as ABAG PLAN for general liability and Cities Group for workers' compensation.
3. Transferring losses where appropriate through contract risk transfer methodology.

B. Authority for the Risk Management Program

The City Manager has the ultimate ^{City Manager or his designee} authority to ensure that the risk management program is successful. The ~~XXXXXXXXXXXXXXXX~~ shall attend to the daily duties as the Risk Manager, chairing the Risk Management Committee, and serving on the Board of Directors of the general liability pool, ABAG PLAN, and the workers' compensation pool, Cities Group. Department Directors have the responsibility of contributing to the development of procedures relative to their disciplines, overseeing the implementation of such policies, and delegating further the authority/responsibility of practical implementation of risk management activities to their direct reports. Employees have the responsibility to work in the safest manner possible, participate in all safety training and to communicate hazards to supervisors.

I, Christine D. Boland, hereby certify that this Resolution was passed and adopted by the City Council of the City of San Carlos at a regular meeting held on the 24th day of July 2006, by the following vote:

AYES, **COUNCILMEMBERS:**
DAVIDS, GRASSILLI, GROCOTT, LEWIS, TIEGEL DOHERTY

NOES, **COUNCILMEMBERS:**
NONE

ABSENT, **COUNCILMEMBERS:**
NONE

Christine Boland
City Clerk of the City of San Carlos

APPROVED:
[Signature]
MAYOR of the City of San Carlos

City of San Carlos
Approved City Manager:



Mark Weiss

CITY OF SAN CARLOS

RISK MANAGEMENT POLICY AND PROCEDURES

A. Policy Statement

The City of San Carlos is committed to minimizing the risk of accidental loss of the cities' human, physical and financial assets through a risk management process that includes a systematic and regular identification of loss exposures, an on-going analysis of these loss exposures, the application of sound risk control procedures, and the financing of risk consistent with the city's financial resources.

B. Authority for the Risk Management Program

The City Manager has the ultimate authority to ensure that the risk management program is successful. The Assistant City Manager shall attend to the daily duties as the Risk Manager, chairing the Risk Management Committee, and serving on the Board of Directors of the general liability pool, ABAG PLAN, and the workers' compensation pool, Cities Group. Department Directors have the responsibility of contributing to the development of procedures relative to their disciplines, overseeing the implementation of such policies, and delegating further the authority/responsibility of practical implementation of risk management activities to their direct reports.

C. Goals of the Risk Management Program

1. To create a system of internal procedures which will:
 - a. eliminate the risk of loss
 - b. reduce the likelihood of loss
 - c. control losses which do occur
2. To apply a method of addressing catastrophic losses through participation in excess insurance or excess pools such as ABAG PLAN for general liability and Cities Group for workers' compensation.
3. To transfer losses where appropriate through contract risk transfer methodology.

D. Risk Management Policies and Procedures

Policies, Procedures and ordinances, where applicable, shall be put in place, but are not limited to, the following areas:

1. Establishment of Risk Management Committee
2. Vehicle Use and Operations
3. Sidewalks
4. Urban Forest Management
5. Sewer Loss Prevention
6. Police Procedures
7. Contractor Selection
8. Contractual Risk Transfer
9. Road Maintenance
10. Playground Safety
11. Facilities
12. Injury and Illness Prevention

E. Policy Updates

This policy shall be updated as recommended by the Risk Management Committee or ABAG Plan Board of Directors.